

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 15/38**

**OPEN TO:** All interested candidates

**POSITION:** **Project Management Specialist, FSN-11**

**OPENING DATE:** July 15, 2015

**CLOSING DATE:** July 29, 2015

**WORK HOURS:** Full-time, 40 hours/week

**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds

**ANNUAL SALARY:** Ordinary Resident: US\$25,048.00 (Starting salary)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment of Project Management Specialist (Economic Growth & Environment) position in the United States Agency for International Development/Vietnam (USAID/Vietnam) Ho Chi Minh City office.

**NOTE: ALL APPLICANTS MUST HAVE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF THE POSITION**

The incumbent's efforts are principally oriented toward project liaison and outreach, monitoring, and activity management for the Mission's offices of Economic Growth and Governance (EG2) and Environment and Social Development (ESD) focused on the provinces of Vietnam that are the responsibility of the United States Consulate to Ho Chi Minh City (including Hue and all provinces south of this, henceforth referred to as 'the south'). These responsibilities fall within the scope of the two primary Country Development Cooperation Strategy (CDCS) Development Objectives, and include: liaising with Consulate political and economic sections and in establishing relevant relationships with southern government officials, private sector and nongovernmental actors; assisting Contract/Assistance Officer's Representative (COR/AOR) or alternate, or an Activity Manager; assistance in budget processes; project design, specifically in providing input into and/or drafting new project program descriptions/scopes of work; and other duties, as assigned. The position reports to the General Development Officer based in Ho Chi Minh City, while maintaining robust communications with EG2 and ESD technical counterparts.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor or equivalent degree in international affairs, public policy, environmental science, economics, business administration, trade, finance/banking or other related fields is required.
- (2) Must have at least five years of progressively responsible professional experience in economics, trade and finance, business, environmental science, environmental engineering, and/or program and financial management in the public or private sector, including public/private partnership initiatives.
- (3) Must have 1) strong knowledge of the concepts, principles, techniques, and practices of economic growth and/or environmental programming broadly; 2) good knowledge of the concepts, principles, techniques, and practices of economic development, natural resource management, trade and investment, and/or global climate change; 3) general knowledge of Vietnam's environmental, economic, political, social, and cultural characteristics, development prospects, potential, priorities, and resources. Candidates should have familiarity with and interest in relevant U.S. Government legislation, programming policies, project design methodology, procedures, and documentation relevant to environmental and economic growth issues.
- (4) Must possess good quality skills in analytical thinking, project management, planning and organization, relationship building, communication, along with computer proficiency in MS Word, Excel, Power Point, Google Applications, and E-mail. Candidates will be expected to learn to use software specific to USAID internal processes and procedures.
- (5) Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

## SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website: <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed Not Ordinary Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

## HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174) or a combination of both DS-174 (sections 1–24) along with a listing of the applicant's work experience attached as a separate sheet. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

**Applications should be submitted through email to the address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov). Do not compress files and send in "rar" format.**

**Subject line must be: (HCMALL 15/38) or your application may not be considered.**

**We will only accept applications by email. Please do NOT attach a photo on an application form or resume.**

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

### **CLOSING DATE FOR THIS POSITION: JULY 29, 2015**

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.